



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 10/2/18	<u>Interviewer:</u> SGS	<b>RFA #18-70</b>
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> [REDACTED]		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status:    Male x   Female ☐    Administrator ☐    Faculty ☐    Staff x    Student ☐  
 Concern Regarding:    Male x   Female ☐    Administrator ☐    Faculty ☐    Staff x    Student ☐

**Category:** *(Please check at least one)*

- |  |  |   |                                     |  |
|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age                           | <input type="checkbox"/> Color             | <input type="checkbox"/> Creed              | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status      |
| <input type="checkbox"/> Marital Status                | <input type="checkbox"/> National Origin   | <input type="checkbox"/> Race               | <input type="checkbox"/> Religion   | <input type="checkbox"/> Retaliation         |
| <input type="checkbox"/> Sex/Gender                    | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression |  |   |                                     |  |

Time Line		
Date	Item	Comments
		[REDACTED] meets with Human Resources and is referred to EOO.
10/1/18		SGS coordinates with [REDACTED] to schedule appointments that work with [REDACTED] shift hours and ensures union representation is present.
10/2/18	SGS meets with [REDACTED] and Brandon Taylor (WFSE union rep)	
10/2/18	SGS meets with [REDACTED] and Brandon Taylor (WFSE union rep)	
10/4/18	SGS calls Lea Aune and [REDACTED]	

10/30/18	Memo from SGS to [REDACTED] CC John Furman	See memo in file
12/10/18	Lynae Rickman t/c with [REDACTED] [REDACTED]	Lynae and [REDACTED] scheduled 3 meetings in January for SGS and [REDACTED] [REDACTED] in order to provide one-on-one training as indicated in the memo dated 10/30/18.
1/10/18	SGS one-on-one training for [REDACTED] [REDACTED]	
1/17/18	SGS one-on-one training for [REDACTED] [REDACTED]	
1/24/18	SGS one-on-one training for [REDACTED] [REDACTED]	